



Arizona Department of Environmental Quality  
Contracts and Procurement Section  
1110 W. Washington Street, 6415A-4  
Phoenix, AZ 85007  
(602) 771-4730

AMENDMENT

**CONTRACT TITLE:** Enclosed Box Cargo Trailer  
**CONTRACT NO.:** EV08-0041  
**AMENDMENT NO:** 1

1. The following changes to the Specifications are to be incorporated into the Request for Quote:
  - 1.1. Delete paragraph 2.10 in its entirety and replace with the following: "One 32 inch (32") side entry door located on front right side, lockable with padlock."
  - 1.2. Delete paragraph 2.15 in its entirety and replace with the following: "Six D ring connectors, both floor and wall mounted."
  - 1.3. Delete paragraph 2.16 in its entirety and replace with the following: "Interior shall be finished with 3/8 inch plywood."
  - 1.4. Delete paragraph 2.17 in its entirety and replace with the following: "Retractable manual awning mounted along right side."
  - 1.5. Delete paragraph 2.20 in its entirety and replace with the following: "Offeror SHALL provide drawings and or specifications for the proposed trailer WITH THE QUOTE. Failure to include drawings and or specifications with the quote shall be rejected."
  - 1.6 The interior height of the trailer shall be 80 inches (80").
2. All other terms and conditions remain unchanged.

Contractor hereby acknowledges receipt and understanding of  
above amendment.

\_\_\_\_\_  
Signature of Authorized Individual                      Date

\_\_\_\_\_  
Typed or Printed Name    Title

ARIZONA DEPARTMENT OF  
ENVIRONMENTAL QUALITY

The above referenced Contract Amendment is  
hereby executed this \_\_\_\_\_ Day of  
\_\_\_\_\_ 2007 at Phoenix, Arizona.

\_\_\_\_\_  
Barbara Dull  
Acting Chief Procurement Officer





Arizona Department of Environmental Quality

## REQUEST FOR QUOTATION - FAX ON DEMAND

RFQ Number: EV08-0041

**Quotation Shall be Due: September 11, 2007 at 3:00 PM Local Arizona Time**

Quotations may be submitted by facsimile. Facsimile No.: (602) 771-4439

### SUPPLIER NOTICE

#### THIS IS NOT A PURCHASE ORDER

In accordance with ARS Title 41, Chapter 23, AAC R2-7-D302, quotations for the materials or services specified will be received by the Arizona Department of Environmental Quality, at the below specified location, until the time and date cited above. The Scope of Work and Terms and Conditions of this document should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, F.O.B. Destination, to include all delivery charges, but exclude applicable taxes. Offers should be faxed to (602) 771-4439.

Offers may be mailed or delivered to the below-cited address. Offers must be in the actual possession of the Arizona Department of Environmental Quality on or prior to the time and date cited above, and at the location indicated below. **Late offers shall not be considered.** Offeror's shall deliver or mail their Offer in a sealed envelope or package with the RFQ number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Any additional instructions for preparing an offer are included in this RFQ.

Arizona Department of Environmental Quality  
Contracts and Procurement Section  
1110 West Washington Street, Mail Code: 6415A-4  
Phoenix, AZ 85007-2935

The Arizona Department of Environmental Quality is an equal employment opportunity agency

**Small Business and Minority/Woman Owned Enterprise Certification (MBE/WBE)**

**In Accordance With A.R.S. § 41-2535, This Procurement Is Restricted To Small Businesses.** A "small business" is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full time employees or which has gross receipts of less than \$4 million in its last fiscal year.

Small business certification: Supplier is \_\_\_/is not \_\_\_ a small business (less than 100 employees or has gross revenues of \$4 million or less)

Minority/Woman Owned Enterprise Certification (MBE/WBE): Supplier is \_\_\_/is not \_\_\_ a Minority Business Enterprise or Woman Business.

The Arizona Department of Environmental Quality (ADEQ) is soliciting quotations to establish a firm fixed price contract to provide an Enclosed Box Cargo Trailer.

### **THIS SECTION MUST BE COMPLETED BY SUPPLIER**

Arizona Transaction (Sales) Privilege

Tax License No.: \_\_\_\_\_

Sales Tax Percentage Rate: \_\_\_\_\_ %

Federal Employer Identification No.:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Company Name

Address

City

State

Zip Code

For clarification of this RFQ:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature of Person Authorized to Sign Offer

Printed Name

Title

## SPECIFICATIONS

1. Background: The Arizona Department of Environmental Quality (ADEQ) requires an Enclosed Box Cargo Trailer. This document constitutes a Request for Quote from qualified individuals and organizations for these items.
2. The Cargo Trailer shall have a minimum exterior dimension of 7 feet wide, 16 feet long and 7 feet tall and shall contain the following:
  - 2.1. Metal Frame construction with metal/fiberglass shell;
  - 2.2. GVRW at 7,000 pounds minimum;
  - 2.3. Tongue weight should not exceed 1,250 pounds;
  - 2.4. Electric trailer brakes with emergency disconnect from TOW vehicle;
  - 2.5. Fully lighted to Department of Transportation (D.O.T.) standards;
  - 2.6. Non electric drop down jack with wheel;
  - 2.7. 2 5/16 inch coupler with safety chains;
  - 2.8. Dual axle with "ST" rated, load range "E", trailer tires;
  - 2.9. Spare tire and mount;
  - 2.10. One twenty-four inch (24") side entry door located on front right side, lockable with padlock;
  - 2.11. Two 12 volt interior lights, one centered above side door, the other centered above rear door;
  - 2.12. One crank up roof with the vent located in front center;
  - 2.13. Rear lockable ramp door, able to withstand 1,200 pounds;
  - 2.14. Heavy duty stabilizer jacks;
  - 2.15. D-ring and E-track connector, both floor and wall mounted;
  - 2.16. Interior finished with plywood;
  - 2.17. Retractable awning mounted along right side;
  - 2.18. Color shall be white;
  - 2.19. Minimum warranty shall be 3 years.
  - 2.20. **Offeror shall provide drawings/specifications for the proposed trailer with their quote.**

## **SPECIAL TERMS AND CONDITIONS AND SPECIAL INSTRUCTIONS TO OFFERORS**

1. Documents Incorporated by Reference: The State of Arizona's Uniform Instructions to Offerors (Rev 7.1) (SPO form 201) and Uniform Terms and Conditions (Rev 7) (SPO form 202) and are incorporated into this RFQ as if fully set forth herein. ADEQ encourages Offerors to obtain these documents. Offerors may obtain copies by any of the following means:
  - 1.1. Visit the Arizona State Procurement Office (SPO) web site at:  
<http://www.azspo.az.gov/PoliciesDocuments/index.htm> .
  - 1.2. Faxing a request to ADEQ Procurement, Solicitation Coordinator at (602) 771-4439,
  - 1.3. Mailing a request to ADEQ Procurement, Solicitation Coordinator 1110 W. Washington St. Phoenix, Arizona, 85007, or
  - 1.4. Picking up a copy at ADEQ Procurement, 1110 W Washington St. Phoenix, Arizona, 85007.
2. Contract Type: Firm fixed price.
3. Pricing: Pricing shall be submitted on an all inclusive basis and shall contain labor rates, labor benefits, payroll burden, insurance, Workman's compensation, fees, all taxes, profit, overhead and all other related cost factors to include delivery (if applicable). All prices must be shown on Attachment I Price Sheet, which must be completed and returned with the offer. ADEQ will not reimburse any item other than the all inclusive price(s) contained in Attachment I Price Sheet.
4. Billing: The contractor shall submit all invoices to ADEQ, Attn: Accounts Payable, 1110 West Washington Street, Phoenix, Arizona 85007-2935. Invoices shall identify the quantity and type of the commodity/service provided. In addition, the invoice shall include the date of services, contract number and purchase order number.
5. Exceptions: Exceptions submitted with an Offeror's proposal shall be considered null, void and without force and shall not be considered.
6. Terms and Conditions: All terms and conditions of this RFQ are included. An Offeror's preprinted or standard terms will not be considered by ADEQ as a part of any resulting contract.
7. Three Year Warranty: The equipment shall, at a minimum, be covered with a three year warranty which shall cover all parts, labor and return shipping from an authorized service center.
8. Delivery:

Delivery shall be FOB Destination to ADEQ, Attn: Receiving Section, 1110 W. Washington Street, Phoenix, Arizona 85007. The Contractor shall retain title and control of all goods until they are delivered. Equipment shall be off-loaded by the shipper at the designated shipping point. Inside delivery is a requirement of this shipment. All risk of transportation and all related charges shall be the responsibility of the Contractor. All claims for visible or concealed damage shall be filed by the Contractor. The ADEQ will notify the Contractor promptly of any damaged goods and shall assist the Contractor in arranging for inspections.
9. Changes: ADEQ reserves the right to add or delete materials and make other changes within the general specifications as may be deemed necessary to best serve the interests of the state. In the event that additional services are needed, they shall be documented by formal amendment to the contract.
10. Federal Immigration and Nationality Act: The contractor(s) shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor(s) shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to

inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor(s) and/or any subcontractor(s) be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, cancellation of the contract and suspension and/or debarment of the contractor.

11. Non-Exclusive Contract: ADEQ has the right to procure the services listed herein from contractors other than those awarded pursuant to this RFQ when necessary to meet the requirements of ADEQ.
12. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.
13. Disadvantaged Business Requirements: The U.S. Environmental Protection Agency mandates Contracts funded by federal money include requirements relating to Minority Business Enterprises (MBE), Women owned Business Enterprises (WBE) and Small Business Concerns (SBE). The requirements are listed in Exhibit A of this IFB and the Contractor shall comply with these terms after Contract award. The ethnic and gender composition of an Offeror's firm, as well as that of any proposed Subcontractor(s), shall not be considered in the evaluation process.
14. Subcontractor: Contractor shall submit any proposed subcontracts not originally identified in Contractor's proposal, or any substitution of subcontracts to ADEQ for its approval prior to Contractor entering into same. Upon termination of any subcontract, ADEQ shall be notified within one business day.

Each subcontract to which ADEQ has consented shall contain a provision that further assignments shall not be made to any third or subsequent tier subcontractor without additional written consent of the ADEQ.

15. Inclusive Offeror:  
  
Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.
16. Lobbying: Contractor shall not engage in lobbying activities, as defined in 40 CFR pt. 34 and ARS 41-1231 et. seq., using monies awarded under a contract. Upon award of contract, contractor shall disclose all lobbying activities to ADEQ to the extent they are an actual or potential conflict of interest or where such activities would create an appearance of impropriety. Contractor shall implement and maintain adequate controls to assure that monies awarded under a contract shall not be used for lobbying. All proposed subcontractors shall be subject to the same lobbying provisions stated above. Contractor must include anti-lobbying provisions in all contracts with subcontractors.
17. Federal Immigration and Nationality Act: By submission of the offer, the offeror warrants that both they and all proposed subcontractors are and shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees. The State may, at its sole discretion require evidence of compliance during the evaluation process. Should the State request evidence of compliance, the offeror shall have 5 days from receipt of the request to supply adequate information. Failure to comply with this instruction or failure to supply requested information within the timeframe specified shall result in the offer not being considered for contract award.
18. Price Sheet: Attachment 1 must be filled out in its entirety.
19. Evaluation Criteria: The contract shall be awarded to the lowest responsible and responsive Offeror whose offer conforms in all material respects to the requirements and criteria set forth in the Request for Quotation. Contract shall be evaluated and awarded on an "All or None" basis.
20. Amendment of Solicitation: Receipt of an amendment must be acknowledged by signing and returning the document, with an original signature, to the Department, when submitting an offer or prior to RFQ due date and time.

21. Subcontractors: Offerors who intend to subcontract any portion of the contract must identify the proposed subcontractor in their offer.
22. Offshore Performance of Work Prohibited:  
Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.
23. Questions: All questions regarding this RFQ, including specifications, bid process, evaluation, etc., shall be directed to Lyndal Lowry at (602) 771-4730.

**ATTACHMENT 1  
PRICING SCHEDULE**

Offeror proposes to furnish all items as stated in the Scope of Work and in strict conformity with the Request for Quote for the following **all inclusive prices**.

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENDED PRICE
1.	Enclosed Box Cargo Trailer Per the Specifications.	1	EA	\$ _____	\$ _____
				TAXES % _____	\$ _____
				TOTAL:	\$ _____

I certify that the proposed trailer meets or exceeds all specifications.

\_\_\_\_\_  
Name Title

Estimated delivery time from receipt of Purchase order: \_\_\_\_\_





# STATE OF ARIZONA

## Department of Environmental Quality

Arizona Department of  
Environmental Quality  
1110 West Washington Street  
Phoenix, AZ 85007-2935  
Phone No.: (602) 771-4774

### DISADVANTAGED BUSINESS REQUIREMENTS

It is United States Environmental Protection Agency (EPA) policy that recipients of EPA financial assistance award a fair share of contracts/procurements to Minority Business Enterprises (MBE), Women owned Business Enterprises (WBE) and Small Business Concerns (SBE). Because each is a separate entity, the objective is to assure that each of these three business entities is given the opportunity to participate in the procurement process.

#### 1. Fair Share Goals:

The United States Environmental Protection Agency, after negotiation with the State of Arizona, has established the Fair Share Goals given below for the percentage of federal monies to be spent in procurements from MBEs and WBEs. No Fair Share Goals have been established for SBEs.

	Construction	Equipment	Services	Supplies
MBE	8%	9%	14%	11%
WBE	10%	12%	19%	15%

#### 2. Six Affirmative Steps:

If Contractors propose to use subcontractors to perform work under the Contract, Contractors are required to use the Six Affirmative Steps listed below in recruiting subcontractors.

- Include qualified SBEs, MBEs, and WBEs on solicitation lists;
- Assure that SBEs, MBEs, and WBEs are solicited whenever they are potential sources;
- Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of SBEs, MBEs, and WBEs;
- Establish delivery schedules, where the requirements of the work permit, which will encourage participation by SBEs, MBEs, and WBEs;
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate; and
- Require subcontractors to take the affirmative steps in paragraphs (1) through (5).

EPA's experience is that prime contractors have been and should be able to meet fair share objectives through effective race/gender neutral outreach and recruitment of MBEs, and EPA's primary emphasis will continue to be to expand MBE/WBE participation primarily through race/gender neutral methods such as the Six Affirmative Steps.

ADEQ or EPA may require contractors that do not meet applicable Fair Share Goals in their subcontract procurements to document efforts made to implement the Six Affirmative Steps.

The Minority Business Development Agency (MBDA) and the Small Business Administration (SBA) both have Internet websites that provide lists of MBE/WBE/SBE businesses and/or methods of contacting these vendors.

MBDA Website: <http://www.mbda.gov> - SBA Pro-Net Website: <http://pro-net.sba.gov>

MBDA and SBA can be also be contacted at their offices in the Phoenix area or at any of their other locations throughout the United States.

Greater Phoenix MBDC  
255 East Osborn Road, Suite No. 202  
Phoenix, AZ 85012  
Phone: (602) 248-0007  
Fax: (602) 279-8900

Small Business Administration  
2828 North Central Avenue  
Phoenix, AZ 85004-1093  
Phone: (602) 745-7200  
Fax: (602) 745-7210

#### 3. Reporting:

Contractors must complete the MBE/WBE/SBE Utilization Report form for each Federal fiscal year (October to September) for the duration of the Contract. The report is due October 15 of each year or 30 days after the end of the Contract term, whichever is sooner.

#### 4. Additional Requirements:

Contractors shall include the Fair Share Goals above in their bid documents for subcontracts. Contractor shall not use any race or gender conscious methods of recruiting MBEs or WBEs.

#### 5. Definitions:

**Construction** means: construction, alteration, repair (including dredging, excavating and painting) of buildings, structures or other real property. For purposes of the definition, the terms "buildings, structures or other real property" include but are not limited to improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways lighthouses, buoys, jetties, breakwaters, levees, canals and channels. Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft or other kinds of personal property. See FAR Part 36.

**Equipment** means: tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit" See 40 CFR 31.3.

**Minority owned Business Enterprise (MBE)** means a business concern that is (1) at least 51 percent owned by one or more minority individuals, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more of the minority owners. (con't on page 3)

There is no standard definition of minority individuals used by all Federal financial assistance regimes. However, recipients shall presume that minority individuals include Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, or other groups whose members are found to be disadvantaged by the Small Business Act or by the Secretary of Commerce under Section 5 of Executive Order 11625. More information can be found in EPA's "Guidance for Utilization of Small, Minority and Women's business Enterprises in Procurement under Assistance Agreements," which may be found on the Internet at:

<http://www.epa.gov/osdbu> or you may contact ADEQ for information on obtaining it. When reporting on MBE participation, contractors may rely on the MBE certification of a firm by any government entity or a firm's certification of itself as MBE



# STATE OF ARIZONA

## Department of Environmental Quality

### Arizona Department of Environmental Quality

1110 West Washington Street  
Phoenix, AZ 85007-2935  
Phone No.: (602) 771-4774

#### MBE/WBE/SBE UTILIZATION REPORT – PART I

1A. FEDERAL FISCAL YEAR:

2. STATE CONTRACTING AGENCY  
(Department/Agency, Bureau/Administering Office,  
Address)

Arizona Department of Environmental Quality  
Contracts and Procurement  
1110 West Washington Street  
Phoenix, AZ 85007-2935

3. REPORTING RECIPIENT  
(Name and address)

2A. REPORTING CONTACT PHONE NO.

3A. REPORTING CONTACT PHONE NO.

4A. CONTRACT/GRANT IDENTIFICATION NUMBER

4B. TYPE OF STATE AGREEMENT

☐ CONTRACT ☐ GRANT ☐ OTHER FEDERAL ASSISTANCE PROGRAM

5A. PERIOD WHEN PROCUREMENT UNDER THIS AWARD OCCURRED

START DATE: \_\_\_\_\_ FINISH DATE: \_\_\_\_\_

5B. AMOUNT OF TOTAL PROJECT DOLLARS  
PLANNED TO BE USED THIS FISCAL YEAR  
\$ \_\_\_\_\_

5C. RECIPIENT'S MBE/WBE/GOALS  
(Percent of total procurement dollars (5B) for each)  
MBE \_\_\_\_\_ % SBE \_\_\_\_\_ %  
SBE \_\_\_\_\_ %

5D. MBE/WBE/SBE PROCUREMENT ACCOMPLISHED THIS QUARTER

MBE \$ \_\_\_\_\_ WBE \$ \_\_\_\_\_ SBE \$ \_\_\_\_\_

5F. TOTAL PROCUREMENT THIS QUARTER: \$ \_\_\_\_\_

6. COMMENTS:

7. NAME OF AUTHORIZED REPRESENTATIVE:

TITLE:

8. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

DATE:



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